

# Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name <b>SCHOOLCRAFT TOWNSHIP</b>	County <b>KALAMAZOO</b>
Audit Date <b>3/31/04</b>	Opinion Date <b>6/2/04</b>	Date Accountant Report Submitted to State: <b>9/1/04</b>	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:


1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☒ Yes ☐ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.			✓
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) <b>Siegfried Crandall PC</b>			
Street Address <b>246 East Kilgore Road</b>		City <b>Kalamazoo</b>	State <b>MI</b>
		ZIP <b>49002-5599</b>	
Accountant Signature 		Date <b>9/1/04</b>	

*Township of Schoolcraft*  
*Kalamazoo County, Michigan*  
**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT**  
*Year ended March 31, 2004*

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## INDEPENDENT AUDITORS' REPORT

**Board of Trustees  
Township of Schoolcraft, Michigan**

We have audited the accompanying general purpose financial statements of the Township of Schoolcraft, Michigan, as of March 31, 2004, and for the year then ended, as listed in the contents. These general purpose financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Township of Schoolcraft, Michigan, as of March 31, 2004, and the results of its operations for the year then ended in conformity with U.S. generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining, individual fund, and account group statements and schedules, as listed in the contents, are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Township of Schoolcraft, Michigan. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

*Siegfried Crandall P.C.*

June 2, 2004

## **GENERAL PURPOSE FINANCIAL STATEMENTS**

**Township of Schoolcraft**  
**COMBINED BALANCE SHEET - all fund types and account groups**  
March 31, 2004

	<u>Governmental fund types</u>		<u>Fiduciary fund type</u>
	<u>General</u>	<u>Debt service</u>	<u>Trust and agency</u>
<b>ASSETS</b>			
Cash	\$ 307,629	\$ 167,248	\$ 577,982
Receivables:			
Taxes	11,034	-	-
Special assessments	-	261,043	-
Other	4,637	-	-
Due from other funds	4,926	15,444	3,170
Due from other governmental units	36,611	-	-
Prepaid expenditures	15,803	-	-
Fixed assets	-	-	-
Amount available in debt service fund	-	-	-
Amount to be provided for retirement of long-term debt	-	-	-
<b>TOTAL ASSETS</b>	<b><u>\$ 380,640</u></b>	<b><u>\$ 443,735</u></b>	<b><u>\$ 581,152</u></b>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>LIABILITIES:</b>			
Accounts payable	\$ 21,543	\$ -	\$ -
Due to other funds	18,614	-	4,926
Due to other governmental units	-	-	474,603
Deferred revenue	11,034	261,043	-
Notes payable	-	-	-
<b>Total liabilities</b>	<b><u>51,191</u></b>	<b><u>261,043</u></b>	<b><u>479,529</u></b>
<b>FUND EQUITY:</b>			
Investment in general fixed assets	-	-	-
Fund balance:			
Reserved	-	182,692	101,623
Unreserved	<u>329,449</u>	<u>-</u>	<u>-</u>
<b>Total fund equity</b>	<b><u>329,449</u></b>	<b><u>182,692</u></b>	<b><u>101,623</u></b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b><u>\$ 380,640</u></b>	<b><u>\$ 443,735</u></b>	<b><u>\$ 581,152</u></b>

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<i>Account groups</i>		<i>Totals</i>
<i>General</i>	<i>General long-</i>	<i>(memorandum</i>
<i>fixed assets</i>	<i>term debt</i>	<i>only)</i>
\$ -	\$ -	\$ 1,052,859
-	-	11,034
-	-	261,043
-	-	4,637
-	-	23,540
-	-	36,611
-	-	15,803
1,287,269	-	1,287,269
-	182,692	182,692
-	200,155	200,155
<u>\$ 1,287,269</u>	<u>\$ 382,847</u>	<u>\$ 3,075,643</u>

\$ -	\$ -	\$ 21,543
-	-	23,540
-	-	474,603
-	-	272,077
-	382,847	382,847
<u>-</u>	<u>382,847</u>	<u>1,174,610</u>
1,287,269	-	1,287,269
-	-	284,315
-	-	329,449
<u>1,287,269</u>	<u>-</u>	<u>1,901,033</u>
<u>\$ 1,287,269</u>	<u>\$ 382,847</u>	<u>\$ 3,075,643</u>

See notes to financial statements

**Township of Schoolcraft****COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - all governmental fund types***Year ended March 31, 2004*

	<u>General</u>	<u>Debt service</u>	<u>Totals (memorandum only)</u>
REVENUES:			
Taxes	\$ 260,068	\$ -	\$ 260,068
Licenses and permits	64,818	-	64,818
State grants	270,952	-	270,952
Charges for services	73,692	-	73,692
Fines and forfeitures	2,404	-	2,404
Interest and rentals	2,823	18,641	21,464
Other	<u>5,269</u>	<u>54,982</u>	<u>60,251</u>
Total revenues	<u>680,026</u>	<u>73,623</u>	<u>753,649</u>
EXPENDITURES:			
Legislative	1,950	-	1,950
General government	363,698	-	363,698
Public safety	200,952	-	200,952
Public works	54,426	-	54,426
Health and welfare	-	-	-
Community and economic development	30,371	-	30,371
Recreation and culture	10,669	-	10,669
Capital outlay	14,155	-	14,155
Debt service:			
Principal	6,203	45,918	52,121
Interest	<u>898</u>	<u>18,954</u>	<u>19,852</u>
Total expenditures	<u>683,322</u>	<u>64,872</u>	<u>748,194</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>(3,296)</u>	<u>8,751</u>	<u>5,455</u>
FUND BALANCE - BEGINNING OF YEAR	<u>332,745</u>	<u>173,941</u>	<u>506,686</u>
FUND BALANCE - END OF YEAR	<u>\$ 329,449</u>	<u>\$ 182,692</u>	<u>\$ 512,141</u>

*See notes to financial statements*



**Township of Schoolcraft****COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL - General Fund***Year ended March 31, 2004*

	<i>General Fund</i>		
	<i>Budget</i>	<i>Actual</i>	<i>Variance favorable (unfavorable)</i>
REVENUES:			
Taxes	\$ 271,500	\$ 260,068	\$ (11,432)
Licenses and permits	66,500	64,818	(1,682)
State grants	319,000	270,952	(48,048)
Charges for services	46,100	73,692	27,592
Fines and forfeitures	-	2,404	2,404
Interest and rentals	12,750	2,823	(9,927)
Other	6,000	5,269	(731)
Total revenues	<u>721,850</u>	<u>680,026</u>	<u>(41,824)</u>
EXPENDITURES:			
Legislative	2,400	1,950	450
General government	383,080	363,698	19,382
Public safety	198,900	200,952	(2,052)
Public works	53,850	54,426	(576)
Health and welfare	3,000	-	3,000
Community and economic development	28,550	30,371	(1,821)
Recreation and culture	15,000	10,669	4,331
Capital outlay	79,500	14,155	65,345
Debt service:			-
Principal	7,000	6,203	797
Interest	1,000	898	102
Total expenditures	<u>772,280</u>	<u>683,322</u>	<u>88,958</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	(50,430)	(3,296)	47,134
FUND BALANCE - BEGINNING OF YEAR	<u>332,745</u>	<u>332,745</u>	-
FUND BALANCE - END OF YEAR	<u>\$ 282,315</u>	<u>\$ 329,449</u>	<u>\$ 47,134</u>

*See notes to financial statements*

***Township of Schoolcraft***

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND**

**BALANCE - *Perpetual Care Nonexpendable Trust Fund***

*Year ended March 31, 2004*

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NONOPERATING REVENUES:

Contributions	\$ 13,825
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FUND BALANCE - BEGINNING OF YEAR	<u>87,798</u>
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FUND BALANCE - END OF YEAR	<u><u>\$ 101,623</u></u>
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*See notes to financial statements*

***Township of Schoolcraft***

**STATEMENT OF CASH FLOWS - *Perpetual Care Nonexpendable Trust Fund***

*Year ended March 31, 2004*

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Cash flows from noncapital financing activities:

Decrease in due to other funds \$ (513)

Cash flows from capital and related financing activities:

Cash received from Township citizens for perpetual care 11,550

Net increase in cash 11,037

Cash - beginning of year 87,416

Cash - end of year \$ 98,453

*See notes to financial statements*

**Township of Schoolcraft**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

The accounting policies of the Township of Schoolcraft, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant accounting policies:

*a) Reporting entity:*

In accordance with generally accepted accounting principles and Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, these financial statements present the Township (primary government). The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency, and whether the financial statements would be misleading if data were not included. The Township has determined that no other outside agency meets the above criteria and, therefore, no other agency has been included as a blended or discretely-presented component unit in the Township's financial statements.

*b) Basis of presentation:*

The accounts of the Township are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to, and accounted for in, individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The financial activities of the Township are recorded in the separate funds and account groups, categorized, and described as follows:

*i) Governmental funds:*

General Fund - this fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the local unit. Revenues are derived primarily from property taxes and state and federal distributions, grants, and other intergovernmental revenue.

Debt service funds - these funds are used to account for accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

*ii) Fiduciary funds:*

Nonexpendable trust fund - this fund is used to account for assets of which the principal may not be spent.

Agency funds - these funds are used to account for assets held by the Township as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**Township of Schoolcraft**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

*b) Basis of presentation (continued):*

*iii) Account groups:*

General fixed asset account group - Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in governmental funds. Public domain ("infra-structure") general fixed assets, consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are not capitalized along with other general fixed assets. No depreciation has been provided on general fixed assets.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

General long-term debt account group - this account group presents the balance of general obligation long-term debt, which is not recorded in proprietary funds.

The account groups are not "funds." They are concerned only with the measurement of financial position and are not involved with measurement of results of operations.

*c) Basis of accounting:*

Basis of accounting refers to when revenue and expenditures or expenses are recognized in the accounts and reported in the financial statements.

All governmental and agency fund types are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

The nonexpendable trust fund is accounted for using the accrual basis of accounting. Revenues are recognized when they are earned and their expenses are recognized when they are incurred. The Township has elected to follow (1) all GASB pronouncements and (2) Financial Accounting Standards Board statements and interpretations, Accounting Principles Board opinions, and Accounting Research Bulletins issued on or before November 30, 1989, except those that conflict with a GASB pronouncement.

*d) Budgets and budgetary accounting:*

The Township follows the procedures in establishing the budgetary data reflected in the financial statements in accordance with the Uniform Budgeting and Accounting Act (Act No. 621, Public Acts of 1978) as prescribed by the State of Michigan.

The budget for the General Fund is adopted at the function level and is on a basis consistent with generally accepted accounting principles.

**Township of Schoolcraft**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

*e) Property tax revenue recognition:*

Property tax revenue is recognized in the year for which taxes have been levied and become available. Property taxes are levied December 1 on property values assessed as of December 31 of the prior year. The billings are due February 14 (or 75 days after the levy date), at which time the bill becomes delinquent and penalties and interest may be assessed by the Township. The Township considers property taxes levied December 1 to be revenue of the current period.

*f) Totals (memorandum only):*

The total column on the combined statements is captioned "memorandum only" to indicate it is prepared only to facilitate financial analysis. Data in this column does not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation as interfund eliminations have not been made.

NOTE 2 - CASH:

*Deposits with financial institutions:*

Cash as presented in the combined balance sheet consists of deposits with financial institutions. Deposits are carried at cost and maintained at various financial institutions in the name of the Township Treasurer. Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in accounts of federally-insured banks, credit unions, and savings and loan associations. At March 31, 2004, the Township has deposits with a carrying amount of \$1,052,859 and a bank balance of \$1,546,533. Of the bank balance, \$214,601 is covered by federal depository insurance and \$1,331,932 is uninsured.

NOTE 3 - INVESTMENT IN GENERAL FIXED ASSETS:

A summary of changes in fixed assets follows:

	<i>Balance April <u>1, 2003</u></i>	<i>Additions</i>	<i>Dispositions</i>	<i>Balance March <u>31, 2004</u></i>
Land	\$ 121,903	\$ -	\$ -	\$ 121,903
Land improvements	476,055	9,325	-	485,380
Buildings	118,170	-	-	118,170
Equipment	307,173	-	-	307,173
Sewer system	<u>254,643</u>	<u>-</u>	<u>-</u>	<u>254,643</u>
INVESTMENT IN GENERAL FIXED ASSETS	<u>\$1,277,944</u>	<u>\$9,325</u>	<u>\$ -</u>	<u>\$1,287,269</u>

**Township of Schoolcraft**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**NOTE 4 - INTERFUND RECEIVABLES AND PAYABLES:**

The amounts of interfund receivables and payables are as follows:

<u>Fund</u>	<u>Interfund receivables</u>	<u>Fund</u>	<u>Interfund payables</u>
General	\$ 4,926	Trust and Agency Tax Collection	\$ 4,525 <u>401</u>
			<u>4,926</u>
Cemetery Trust	<u>3,170</u>	General	<u>3,170</u>
Water and Sewer Assessment	<u>15,444</u>	General	<u>15,444</u>
Total	<u>\$23,540</u>	Total	<u>\$23,540</u>

**NOTE 5 - LONG-TERM DEBT:**

Long-term debt at March 31, 2004, is comprised of the following individual issues:

Notes payable:

\$31,155 note payable - loan to fund the purchase of a lawn tractor, due in annual installments of \$7,101 through November 2004, including interest at 7.0% \$ 6,637

\$473,018 note payable - loan to be used for Canal Zone water and sewer extensions, due in annual installments between \$50,890 and \$20,134 through June 2013, plus interest at 4.49% 376,210

Total \$382,847

A summary of long-term debt transactions for the year ended March 31, 2004, is as follows:

Balance - April 1, 2003	\$434,967
Debt issued	-
Debt retired	<u>(52,120)</u>
Balance - March 31, 2004	<u>\$382,847</u>

**Township of Schoolcraft**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**NOTE 5 - LONG-TERM DEBT (Continued):**

The annual requirements to amortize all debt outstanding at March 31, 2004, including interest of \$81,322, are as follows:

Year ending March 31,:	
2005	\$ 69,728
2006	60,381
2007	58,136
2008	55,892
2009	53,647
Thereafter	<u>166,385</u>
	<u>\$464,169</u>

**NOTE 6 - EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN BUDGETARY FUNDS:**

P.A. 621 of 1978, Section 18(1), as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated.

In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional basis. The approved budgets of the Township for these budgetary funds were adopted on the functional basis.

During the year ended March 31, 2004, the Township incurred expenditures in certain budgetary funds, which were in excess of the amounts appropriated.

The following schedule sets forth significant budget variations.

<u>Fund</u>	<u>Function</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General	Public safety	\$198,900	\$200,952	\$2,052
	Community and economic Development	28,550	30,371	1,821

**NOTE 7 - RISK MANAGEMENT:**

The Township is exposed to various risks of loss related to torts, theft of, damage to, and destruction of, assets, errors, and omissions, injuries to employees, and natural disasters. The Township carries commercial insurance for the above risks of loss. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal periods.



***Township of Schoolcraft***  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**NOTE 8 - JOINT VENTURES:**

*a) South County Sewer and Water Authority:*

The Township is a member of the South County Sewer and Water Authority (the Authority), which is a joint venture of the Townships of Schoolcraft, Brady, and Pavilion, and the Village of Schoolcraft. The administrative board of the Authority consists of members appointed by each participating unit. The Authority was formed to oversee water and sewer construction and operations for projects financed through the issuance of debt by the component units and the Kalamazoo County Board of Public Works. Revenues sufficient to cover operating and debt service expenditures are raised through assessments on the benefited properties.

*b) South Kalamazoo County Fire Authority:*

The Township is a member of the South Kalamazoo County Fire Authority (the Authority), which is a joint venture of the Townships of Schoolcraft, Brady, Prairie Ronde, and Wakeshma, and the Villages of Schoolcraft and Vicksburg. The administrative board of the Authority consists of members appointed by each participating unit and a member at-large. The Authority was formed to jointly provide fire protection services within the combined service area, which encompasses the participating municipalities. During the year ended March 31, 2004, the Township of Schoolcraft contributed \$90,244 as its proportionate share of the Authority's budgeted costs. Complete audited financial statements for the Authority can be obtained from the Treasurer of the Township of Schoolcraft.

**NOTE 9 - DEFINED CONTRIBUTION PENSION PLAN:**

The Township provides pension benefits for all its elected officials through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Michigan State Statute assigns the authority to establish and amend benefit provisions to the Township Board of Trustees. Officials are eligible to participate from the date they are elected to office. The Township annually contributes 10% of the participant's base salary and participants are immediately 100% vested. The Township is not a trustee of the plan, nor is the Township responsible for investment management of plan assets.

The Township made the required contributions of \$9,421.

**NOTE 10 - CONSTRUCTION CODE ACT:**

A summary of construction code enforcement transactions for the year ended March 31, 2004, is as follows:

Permit revenues	\$ 51,609
Inspection expenditures	<u>(51,609)</u>
Excess of revenues over expenditures	<u>\$ -</u>

## **SUPPLEMENTARY INFORMATION**

**Township of Schoolcraft****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL - General Fund**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Taxes:			
Property taxes:			
Real	\$ 176,000	\$ 161,083	\$ (14,917)
Personal	23,500	14,425	(9,075)
Industrial facilities taxes	10,000	11,129	1,129
Property tax administration fee	57,000	67,007	10,007
Penalties and interest	4,000	5,688	1,688
Mobile home fees	<u>1,000</u>	<u>736</u>	<u>(264)</u>
Total taxes	<u>271,500</u>	<u>260,068</u>	<u>(11,432)</u>
Licenses and permits:			
Building permits	50,000	53,609	3,609
Cable franchise fee	9,500	12,290	2,790
Utility right-of-way fees	<u>7,000</u>	<u>(1,081)</u>	<u>(8,081)</u>
Total licenses and permits	<u>66,500</u>	<u>64,818</u>	<u>(1,682)</u>
State grants:			
State shared revenue	270,000	270,952	952
Election equipment reimbursement	25,000	-	(25,000)
Park development grant	<u>24,000</u>	<u>-</u>	<u>(24,000)</u>
Total state grants	<u>319,000</u>	<u>270,952</u>	<u>(48,048)</u>
Charges for services:			
School tax collection	20,000	17,512	(2,488)
Charges for services	6,000	14,874	8,874
Grave openings	10,000	17,000	7,000
Sales of cemetery graves	10,000	24,050	14,050
Sale of zoning books and maps	<u>100</u>	<u>256</u>	<u>156</u>
Total charges for services	<u>46,100</u>	<u>73,692</u>	<u>27,592</u>
Fines and forfeitures - police fines	<u>-</u>	<u>2,404</u>	<u>2,404</u>
Interest and rentals	<u>12,750</u>	<u>2,823</u>	<u>(9,927)</u>

**Township of Schoolcraft****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES (Continued):			
Other:			
Street lighting assessments	\$ 5,000	\$ 4,995	\$ (5)
Miscellaneous	<u>1,000</u>	<u>274</u>	<u>(726)</u>
Total other	<u>6,000</u>	<u>5,269</u>	<u>(731)</u>
Total revenues	<u>721,850</u>	<u>680,026</u>	<u>(41,824)</u>
EXPENDITURES:			
Legislative - Township Board:			
Trustee salaries	<u>2,400</u>	<u>1,950</u>	<u>450</u>
General government:			
General services:			
Salary - office employees	25,000	25,626	(626)
FICA	7,000	7,337	(337)
MESC	50	28	22
Pension	10,000	11,329	(1,329)
Health insurance	30,800	37,907	(7,107)
Retiree health insurance	7,000	5,795	1,205
Office supplies	5,500	5,358	142
Postage	9,000	7,186	1,814
Legal notices	2,500	1,117	1,383
Dues	6,000	5,717	283
Audit and accounting	9,000	9,328	(328)
Computer support	7,000	5,972	1,028
Engineering	5,000	2,859	2,141
Legal services	20,000	16,439	3,561
Mileage	2,000	1,306	694
Education and training	3,000	3,711	(711)
Insurance	4,000	2,405	1,595
Equipment repair and maintenance	250	-	250
Miscellaneous	<u>1,100</u>	<u>710</u>	<u>390</u>
Total general services	<u>154,200</u>	<u>150,130</u>	<u>4,070</u>

**Township of Schoolcraft****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

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	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
General government (continued):			
Supervisor - salary	\$ 30,900	\$ 30,900	\$ -
Elections:			
Wages - election inspectors	8,000	-	8,000
Office supplies	5,000	46	4,954
Publications - elections	100	-	100
Total elections	13,100	46	13,054
Assessing:			
Salary	50,130	49,765	365
Supplies	-	288	(288)
Legal fees	500	793	(293)
Total assessing	50,630	50,846	(216)
Clerk - salary	30,900	30,900	-
Board of review:			
Salaries	500	550	(50)
Miscellaneous	50	-	50
Total board of review	550	550	-
Treasurer - salary	30,900	30,900	-
Township hall:			
Janitorial	6,000	5,154	846
Supplies	750	725	25
Maintenance	10,000	11,348	(1,348)
Telephone	4,500	2,033	2,467
Utilities	2,750	2,923	(173)
Miscellaneous	100	117	(17)
Total Township hall	24,100	22,300	1,800

**Township of Schoolcraft****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
General government (continued):			
Cemeteries:			
Operating expense	\$ 2,000	\$ 1,801	\$ 199
Maintenance contract	27,100	26,665	435
Grave opening contract	10,000	13,100	(3,100)
Storm damage cleanup	1,500	1,092	408
Utilities	1,200	948	252
Repairs and maintenance	3,000	2,415	585
Miscellaneous	3,000	1,105	1,895
Total cemeteries	<u>47,800</u>	<u>47,126</u>	<u>674</u>
Total general government	<u>383,080</u>	<u>363,698</u>	<u>19,382</u>
Public safety:			
Police protection:			
Sheriff contract	55,000	48,810	6,190
Legal	-	2,250	(2,250)
Total police protection	<u>55,000</u>	<u>51,060</u>	<u>3,940</u>
Fire protection - fire authority	<u>89,500</u>	<u>90,244</u>	<u>(744)</u>
Building department:			
Inspection services - MTS	50,000	52,483	(2,483)
Construction board salaries	150	-	150
LDA - contract	4,000	7,165	(3,165)
Total building department	<u>54,150</u>	<u>59,648</u>	<u>(5,498)</u>
Civil defense - civil defense allocation	<u>250</u>	<u>-</u>	<u>250</u>
Total public safety	<u>198,900</u>	<u>200,952</u>	<u>(2,052)</u>
Public works:			
Highways and streets	<u>42,000</u>	<u>43,775</u>	<u>(1,775)</u>

**Township of Schoolcraft****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
Public works (Continued):			
Street lights:			
Stonecrest street lights	\$ 1,050	\$ 1,046	\$ 4
Sugar Island street lights	1,650	1,562	88
Canal Zone street lights	2,100	2,092	8
Other street lights	<u>450</u>	<u>731</u>	<u>(281)</u>
Total street lights	<u>5,250</u>	<u>5,431</u>	<u>(181)</u>
Sanitation department:			
Hazardous waste	1,500	1,813	(313)
Engineering - sewer and water	5,000	2,526	2,474
Sewer and Water Authority	100	-	100
Legal fees - Canal Zone Water Assessment District	-	717	(717)
Legal fees - Pollution Control	<u>-</u>	<u>164</u>	<u>(164)</u>
Total sanitation department	<u>6,600</u>	<u>5,220</u>	<u>1,380</u>
Total public works	<u>53,850</u>	<u>54,426</u>	<u>(576)</u>
Health and welfare - ambulance	<u>3,000</u>	<u>-</u>	<u>3,000</u>
Community and economic development:			
Planning commission:			
Planning commission salaries	4,500	4,311	189
Publications	1,250	1,190	60
Review site plans	300	50	250
Legal fees	12,000	13,315	(1,315)
Ordinance enforcement	3,250	1,920	1,330
Workshops and conferences	1,700	3,924	(2,224)
Miscellaneous	<u>100</u>	<u>42</u>	<u>58</u>
Total planning commission	<u>23,100</u>	<u>24,752</u>	<u>(1,652)</u>

**Township of Schoolcraft****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND****BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

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	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
Community and economic development (continued):			
Zoning board of appeals:			
Salaries - board of appeals	\$ 1,500	\$ 1,060	\$ 440
Publications	250	209	41
Legal	<u>3,700</u>	<u>4,350</u>	<u>(650)</u>
Total zoning board of appeals	<u>5,450</u>	<u>5,619</u>	<u>(169)</u>
Total community and economic development	<u>28,550</u>	<u>30,371</u>	<u>(1,821)</u>
Recreation and culture:			
Recreation programs	2,500	2,500	-
Vicksburg Community Center	6,500	6,000	500
Township park maintenance	2,500	435	2,065
Vicksburg Library	1,000	734	266
Schoolcraft Historical Society	750	-	750
Vicksburg Museum	750	-	750
Independence Day Celebration	<u>1,000</u>	<u>1,000</u>	<u>-</u>
Total recreation and culture	<u>15,000</u>	<u>10,669</u>	<u>4,331</u>
Capital outlay:			
Equipment - elections	25,000	1,660	23,340
Improvements - Township hall	500	-	500
Equipment and furnishings - Township hall	500	1,354	(854)
Computer equipment - Township hall	500	1,391	(891)
Improvements - cemetery	1,000	193	807
Equipment - cemetery	2,000	232	1,768
Township Park	<u>50,000</u>	<u>9,325</u>	<u>40,675</u>
Total capital outlay	<u>79,500</u>	<u>14,155</u>	<u>65,345</u>



**Township of Schoolcraft****STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCE - BUDGET AND ACTUAL - General Fund (Continued)***Year ended March 31, 2004*

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	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
Debt service:			
Principal	<u>\$      7,000</u>	<u>\$      6,203</u>	<u>\$          797</u>
Interest	<u>      1,000</u>	<u>       898</u>	<u>       102</u>
Total expenditures	<u>     772,280</u>	<u>     683,322</u>	<u>      88,958</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	<u>     (50,430)</u>	<u>      (3,296)</u>	<u>     47,134</u>
FUND BALANCE - BEGINNING OF YEAR	<u>     332,745</u>	<u>     332,745</u>	<u>          -</u>
FUND BALANCE - END OF YEAR	<u><u>\$    282,315</u></u>	<u><u>\$    329,449</u></u>	<u><u>\$     47,134</u></u>

**Schoolcraft Township**  
**COMBINING BALANCE SHEET - trust and agency funds**  
March 31, 2004

	<i>Non-Expendable Trust</i>	<i>Agency</i>		<i>Totals (memorandum only)</i>
	<i>Perpetual Care</i>	<i>Tax Collection</i>	<i>Trust and Agency</i>	
<b>ASSETS</b>				
Cash	\$ 98,453	\$ 399,442	\$ 80,087	\$ 577,982
Due from other funds	3,170	-	-	3,170
Total assets	<u>\$ 101,623</u>	<u>\$ 399,442</u>	<u>\$ 80,087</u>	<u>\$ 581,152</u>
<b>LIABILITIES AND FUND BALANCE</b>				
<b>LIABILITIES:</b>				
Due to other funds	\$ -	\$ 401	\$ 4,525	\$ 4,926
Due to other governmental units	-	399,041	75,562	474,603
Total liabilities	-	399,442	80,087	479,529
<b>FUND BALANCE:</b>				
Reserved for perpetual care	101,623	-	-	101,623
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u>\$ 101,623</u>	<u>\$ 399,442</u>	<u>\$ 80,087</u>	<u>\$ 581,152</u>

**Township of Schoolcraft****COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES - all agency funds**

Year ended March 31, 2004

	<u>Balance April 1, 2003</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance March 31, 2004</u>
<b>TAX COLLECTION FUND</b>				
ASSETS:				
Cash	<u>\$ 928,371</u>	<u>\$ 6,258,219</u>	<u>\$ 6,787,148</u>	<u>\$ 399,442</u>
LIABILITIES:				
Due to other funds	\$ 3,792	\$ 290,745	\$ 294,136	\$ 401
Due to other governmental units	924,579	5,953,724	6,479,262	399,041
Due to others	<u>-</u>	<u>13,750</u>	<u>13,750</u>	<u>-</u>
TOTAL LIABILITIES	<u>\$ 928,371</u>	<u>\$ 6,258,219</u>	<u>\$ 6,787,148</u>	<u>\$ 399,442</u>
<b>TRUST AND AGENCY</b>				
ASSETS:				
Cash	<u>\$ 10,695</u>	<u>\$ 110,173</u>	<u>\$ 40,781</u>	<u>\$ 80,087</u>
LIABILITIES:				
Due to other funds	\$ 2,000	\$ 4,126	\$ 1,601	\$ 4,525
Due to other governmental units	<u>8,695</u>	<u>106,047</u>	<u>39,180</u>	<u>75,562</u>
TOTAL LIABILITIES	<u>\$ 10,695</u>	<u>\$ 110,173</u>	<u>\$ 40,781</u>	<u>\$ 80,087</u>
<b>TOTAL - ALL AGENCY FUNDS</b>				
ASSETS:				
Cash	<u>\$ 939,066</u>	<u>\$ 6,368,392</u>	<u>\$ 6,827,929</u>	<u>\$ 479,529</u>
LIABILITIES:				
Due to other funds	\$ 5,792	\$ 294,871	\$ 295,737	\$ 4,926
Due to other governmental units	933,274	6,059,771	6,518,442	474,603
Due to others	<u>-</u>	<u>13,750</u>	<u>13,750</u>	<u>-</u>
TOTAL LIABILITIES	<u>\$ 939,066</u>	<u>\$ 6,368,392</u>	<u>\$ 6,827,929</u>	<u>\$ 479,529</u>